



**GRAND VALLEY**

# The Corporation of the Town of Grand Valley

5 Main Street North  
Grand Valley, ON L9W 5S6  
Tel: (519) 928-5652  
Fax: (519) 928-2275

[www.townofgrandvalley.ca](http://www.townofgrandvalley.ca)

## Work Order/Action Request

To send a written complaint to the Town, save this form to your computer/device, enter your details under Complainant and Complaint Regarding, then resave the form and email it, along with any photos or additional information, to [mail@townofgrandvalley.ca](mailto:mail@townofgrandvalley.ca)

**Roll #** \_\_\_\_\_ **Received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Complainant:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Other Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Complaint Regarding:**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Lot:** \_\_\_\_ **Concession:** \_\_\_\_ **Location:** \_\_\_\_\_

**Complaint:** \_\_\_\_\_

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**Office Use: Assignment History**

**Date:** \_\_\_\_\_

**Assigned To: Department:** \_\_\_\_\_

**Assigned By:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Follow-Up Comments and Action Taken:**

**BY:** \_\_\_\_\_

**Date:** \_\_\_\_\_

